



# The Police Commission

## CITY AND COUNTY OF SAN FRANCISCO

January 19, 2023

Chief William Scott  
Chief of Police

Dear Chief Scott:

At the meeting of the Police Commission on Wednesday, January 18, 2023, the following resolution was adopted:

### RESOLUTION 23-9

#### APPROVAL OF REVISED DEPARTMENT GENERAL ORDER 3.13, "FIELD TRAINING PROGRAM," FOR MEET-AND-CONFER WITH THE EFFECTED BARGAINING UNITS, AS REQUIRED BY LAW AND WITH DIRECTIONS SET FORTH;

RESOLVED, that the Police Commission hereby approves revised Department General Order 3.13, "Field Training Program," For Meet-And-Confer with the effected bargaining units, as required by law;

FURTHER RESOLVED, That The San Francisco Police Department and Department of Human Resources shall be directed to meet and confer with the effected bargaining unit **only** on matters related to working conditions subject to collective bargaining under California law, and not meet and confer with The Police Officers' Association on any part of Department General Order 3.13 that constitute management matters that are not subject to collective bargaining under California law;

FURTHER RESOLVED, that the San Francisco Police Department and Department of Human Resources shall be directed to set clear boundaries to the meet-and-confer process to ensure no unreasonable delays on reforms for matters within the scope of representation.

AYES: Commissioners Walker, Benedicto, Yanez (remotely), Byrne, Yee, Vice President Carter-Oberstone, President Elias

Very truly yours,

Sergeant Stacy Youngblood  
Secretary  
San Francisco Police Commission

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cc: Deputy City Attorney Cabrera  
Director L. Preston/SFPD Labor Relations  
Captain D. Toomer/PSPP  
Lieutenant E. Altorfer/PSPP  
Isabelle Choy/SFPD Labor Relations

CINDY ELIAS  
President

MAX CARTER-OBERSTONE  
Vice President

LARRY YEE  
Commissioner

JAMES BYRNE  
Commissioner

JESUS YANEZ  
Commissioner

KEVIN BENEDICTO  
Commissioner

DEBRA WALKER  
Commissioner

Sergeant Stacy Youngblood  
Secretary

## **Field Training Program**

This order sets forth the responsibilities of the Field Training Program and outlines the selection procedures for Field Training Officers and Sergeants.

### **3.13.01 PURPOSE**

The goal of the San Francisco Police Department (SFPD) is to develop competent officers beginning in the Basic Police Academy, proceeding through the Field Training Program, and completing the probationary period. The Field Training Program is intended to provide a Peace Officer and Standards Training (POST) approved standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties. The Field Training Program provides clear standards for rating and evaluation to give trainees every reasonable opportunity to succeed. Ultimately, the Field Training Program strives to provide trainee officers the ability to acquire the knowledge, skills, and abilities to become competent and effective police officers who are committed to Safety with Respect.

### **3.13.02 FIELD TRAINING ROLES AND RESPONSIBILITIES**

#### **A. Field Training Office**

The Field Training Office is assigned to the Training Division and is responsible for the following:

- Ensuring compliance with the SFPD's Field Training Program
- Monitoring trainee officers, and their progress, in the Field Training Program
- Coordinating the efforts of Field Training Personnel throughout the Department
- Monitoring all probationary officers who have completed field training
- Monitoring permanent officers returning to assigned patrol

#### **B. Field Training Coordinator**

The District Station Commanding Officer shall consult with the Officer-in-Charge (OIC) of the Field Training Program and assign a Sergeant to be the station's Field Training Coordinator. The Field Training Coordinator shall serve as a liaison with the Field Training Office and is responsible for the following:

- Overseeing the Field Training Officer Program at the District Station
- Assigning trainees and members returning to patrol to station Field Training Officers
- Ensuring all applicable evaluations are completed
- Monitoring individual trainee performance and providing necessary updates to the Field Training Program
- Administering the return to patrol program

A field training applicant shall be interviewed to assess their skills and abilities.

Members selected to be a trainer shall successfully complete a POST certified (40-hour) Field Training Officer's Course prior to being assigned as a Field Training Officer or Sergeant. Upon selection and completion of the POST certified FTO Course, members are expected to fulfill a two-year commitment to train. Members assigned to non-training stations may be loaned to a training station based on the needs of the Department.

Prior to the interview process, the Commanding Officer of the Training Division shall send the names of potential FTO applicants through the chain of command to the Chief of Staff to ensure the member is eligible to be an FTO. The Chief of Staff shall notify the Field Training Office if members are disqualified from serving as FTOs due to disciplinary or other matters.

All Field Training Officers and Sergeants must complete the Field Training Officer Update Course every three years and meet all legal and POST training mandates to maintain their FTO certification.

**B. Field Training Officer and Sergeant Removal and Decertification**

Field Training Officers and Sergeants may be temporarily removed from the program pending resolution of a disciplinary investigation or at any time at the discretion of the OIC of the Field Training Program.

Field Training Officers and Sergeants may be decertified for failing to perform duties in a satisfactory manner or due to disciplinary action affecting the ability of the field trainer to perform their duties. The Chief of Staff shall notify the OIC of the Field Training Program when sustained findings with disciplinary action includes decertification. Disciplinary action that has been sealed pursuant to the Memorandum of Understanding shall not be considered.

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- B. COMPLETION REQUIREMENT. All Coordinating the efforts of Field Training Personnel throughout the Department
- Monitoring all probationary officers who have completed field training
- Monitoring permanent officers returning to assigned patrol

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**B. Field Training Coordinator the POST Basic**

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The District Station Commanding Officer shall consult with the Officer-in-Charge (OIC) of the Field Training Program and assign a Sergeant to be the station's Field Training Coordinator. The Field Training Coordinator shall serve as a liaison with the Field Training Office and is responsible for the following:

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- Overseeing the Field Training Officer Program at the District Station
- Assigning trainees and members returning to patrol to station Field Training Officers
- Ensuring all applicable evaluations are completed
- Monitoring individual trainee performance and providing necessary updates to the Field Training Program
- Administering the return to patrol program

**C. Field Training Sergeant**

The Field Training Sergeant is responsible for oversight of the Field Training Officers and trainees assigned to their command. As such, their duties include, but are not limited to:

- Reviewing and acknowledging trainee evaluations
- Meeting with Field Training Office staff bi-weekly for performance discussions to provide guidance, input, and retraining
- Consulting the Field Training Office whenever serious performance issues arise
- Conducting weekly ride-a-longs and completing corresponding weekly performance evaluations for trainees

**D. Field Training Officer**

The Field Training Officer is a certified, experienced officer who trains and evaluates trainees, including members returning to patrol. Field Training Officers shall be respectful to their trainees. Field Training Officer responsibilities shall include, but are not limited to:

- Training, leading, and mentoring assigned trainees
- Completing daily evaluations of trainee performance
- Notifying the assigned FTO Sergeant, the station FTO Coordinator, and Field Training Office regarding trainee performance issues and assisting with any remedial training
- Attending Field Training Office bi-weekly meetings to discuss trainee performance

**E. Trainee Officer**

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1. **EXPERIENCE.** Unless exempted by send the names of potential FTO applicants through the chain of command to the Chief of Police, Field Training Officer (FTO) and Field Training Sergeant (FTO Sergeant) candidates shall have a minimum of three years experience in the Patrol Division.
2. **COMPETENCY.** Selection of Field Training Officers and Sergeants shall be based upon demonstration overall competency as police officer or police supervisor and the ability to train others, provide positive reinforcement and act as role model.

**DGO 3.13**  
**Rev. 10/07/98**

3. **COMPLAINT/DISCIPLINARY HISTORY.** Officer and sergeants whose records show a significant history of complaints that demonstrate an unacceptable pattern of behavior (as per early warning guidelines in Department General Order 3.19, Complaint Early Warning System), or whose histories indicate that they would not be appropriate role models for probationary officers, will not be selected as an FTO or FTO Sergeant. The following process will be used **Staff** to make this determination:
  - a. An officer's or sergeant's disciplinary and complaint records will be reviewed by ensure the member is eligible to be an FTO. The Chief of Staff shall notify the Field Training Office. The number of complaints and any patterns of conduct evidence by the complaints are the primary factors that will be considered. A complaint with disposition of Proper Conduct or Unfounded will not be counted in the number of complaints received against the member. Any pending case of a serious nature could result in a member being placed on inactive FTO status or in his or her application being suspended until the investigation is completed and a disposition made.
  - b. Any specific disciplinary action or pattern of disciplinary action during an officer's or sergeant's career could disqualify a member from participating in the Field Training Program.
  - e. Any disciplinary action for Class "A" or "B" Misconduct within five years shall be disqualifying from the Field Training Program. Disciplinary action for Class "A" or "B" Misconduct beyond five years of application

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d. The Field Training Coordinator shall forward through channels to the Chief of Police a list of candidates who are endorsed by a majority of the panel.

e. The Field Training Coordinator shall forward through channels to the Chief of Police a list of candidates who are not endorsed by the selection panel, along with reasons for their non-endorsement. Members who are not selected will be notified in writing, given the reasons, and encouraged to schedule a meeting with the Field Training Coordinator to discuss the matter. Non-selection will be subject to grievance procedures.

2. RESPONSIBILITIES OF THE SELECTION PANEL.

a. The panel shall review the supervisor's recommendations and are disqualified from serving as FTOs due to disciplinary or other records including, but not limited to, those of the Performance Improvement Program (PIP), Personnel Division, Office of Citizen Complaints (OCC), Management Control Division, Legal Division, Equal Employment Opportunity (EEO) and training records matters.

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b. In order to protect the attorney-client privilege, the selection panel shall limit the review of Legal Division records to public information material (e.g., claim registers, civil complaints, All Field Training Officers and judgments).

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e. The panel shall review Sergeants must complete the Field Training Officer Update Course every three years and meet all candidates in order to further ascertain legal and POST training mandates to maintain their ability to participate in the program.

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3. CHIEF'S APPROVAL. Final approval of FTO and FTO sergeant candidates rests with the Chief of Police.

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B. TRAINING, CERTIFICATION AND DE-CERTIFICATION OF FTO'S AND FTO SERGEANTS. The Field Training Coordinator shall coordinate the training, certification and de-certification of FTO's and FTO sergeants as follows.

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1. Provide training for approved candidates at a POST-certified field training course prior to their participation in the program.

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**DGO 3.13**  
**Rev. 12/14/22**

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Reference

DGO 3.19, Complaint Early Warning System

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